

CITY OF CORVALLIS
COUNCIL POLICY MANUAL

POLICY AREA 3 - PERSONNEL AND ADMINISTRATIVE MATTERS

CP 91-3.01 **Appointment of Acting City Manager**

Adopted October 7, 1991

Revised December 20, 1993

Revised October 16, 1995

Revised October 20, 1997

Revised November 1, 1999

Affirmed November 4, 2002

Affirmed November 7, 2005

Affirmed January 5, 2009

Revised November 5, 2012

3.01.010 **Purpose**

To formalize the designation of a person to act as the City's Chief Executive Officer during the temporary absences of the City Manager that are not due to or do not result from Council action or from an inability or incapacity to perform by the incumbent.

3.01.020 **Background**

- a. The City Charter, in Section 23 (City Manager), (e) (Manager pro tem), states: "In case of the Manager's absence from the City, or a temporary disability to act as Manager, or of the Manager's discharge by the Council, or resignation, the Council shall appoint a manager pro tem, who shall possess the powers and duties of the Manager...."
- b. In practice, during the City Manager's temporary, scheduled absences from the City that are not due to or result from inability or incapacity, the City Manager has appointed an Acting City Manager.
- c. In the event of the City Manager's discharge or resignation, the Council would designate a Manager Pro Tem whose appointment could not extend beyond six months.

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3.01.030 Definitions

3.01.031 City Manager

The appointed Chief Executive Officer of the City of Corvallis charged with the responsibility to implement Council's adopted policies; the day-to-day operation of local municipal government; and the duty to counsel and advise the Mayor and City Council on matters of municipal importance.

3.01.032 Acting City Manager

The person designated by the City Manager to act in her/his capacity during temporary, planned absences.

3.01.040 Procedures

3.01.041 Appointment of Acting City Manager

The City Manager will appoint a Department Director to act in the City Manager's capacity and assume his/her full responsibilities, with some exceptions, for temporary periods of time not to exceed twenty-one (21) calendar days unless otherwise authorized by the City Council.

3.01.042 Duties and Responsibilities

- a. The Acting City Manager will be responsible for the ongoing implementation of Council policies and the day-to-day operation of the City, including signing documents, contracts, agreements, and other instruments as appropriate.
- b. No bond will be required for this temporary assumption of responsibility nor will there be monetary compensation to the Acting City Manager for assuming the additional duties and responsibilities during these short periods of time.

3.01.050 Responsibility

The Council, by virtue of long-standing practice, has given to the City Manager the authority to appoint her/his replacement during temporary, scheduled absences that are not due to or result from inability or incapacity. Thus, this Council Policy has been developed for ratification and inclusion in the Policy Manual.

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3.01.060 Review and Update

This Policy shall be reviewed every three years in October by the City Manager and updated as appropriate.